

CITY OF SANTA FE ADMINISTRATIVE MANUAL

Originating Business Unit:
SUBJECT

City Clerk's Office



Request for Public Records Policy	Policy Number 1900-9-1	# Pages 04
	Effective Date 06-17-11	Revision Date 06-17-11

1.0 PURPOSE:

- 1.1 Ensure that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of public officers and employees. Providing persons with such information is an essential function of a representative government and an integral part of the routine duties of public officers and employees. The public body shall be responsible for making available public records for inspection.

2.0 APPLICABLE TO:

- 2.1 All City of Santa Fe Departments.

3.0 REFERENCES:

- 3.1 The New Mexico Inspection of Public Records Act Article 14, Chapter 2 NMSA 1978.

4.0 DEFINITIONS:

- 4.1 "Custodian" means any person responsible for the maintenance, care of keeping of a public body's public records, regardless of whether the records are in that person's actual physical custody and control;
- 4.2 "File Format" means the internal structure of an electronic file that defines the way it is stored and used;
- 4.3 "Inspect" means to review all public records that are not excluded in Section 14-2-1 NMSA 1978 as listed below:

Right to Inspect Public Records; Exceptions.

- A. Every person has a right to inspect any public records of this state except:
 - (1) records pertaining to physical or mental examinations and medical treatment of persons confined to any institution;
 - (2) letters of reference concerning employment, licensing or permits;
 - (3) letters or memorandums which are matters of opinion in personnel files or students' cumulative files;
 - (4) law enforcement records that reveal confidential sources, methods, information or individuals accused but not charged with a crime. Law enforcement records include evidence in any form received or compiled in connection with any criminal investigation or prosecution by any law enforcement or prosecuting agency,

including inactive matters or closed investigations to the extent that they contain the information listed above;

- (5) as provided by the Confidential Materials Act
- (6) trade secrets, attorney-client privileged information and long-range or strategic business plans of public hospitals discussed in a properly closed meeting
- (7) public records containing the identity of or identifying information relating to an applicant or nominee for the position of president of a public institution of higher education; and .
- (8) as otherwise provided by law.

- 4.4 “Person” means any individual, corporation, partnership, firm, association or entity.
- 4.5 “Public Body” means the executive, legislative and judicial branches of state and local governments and all advisory boards, commissions, committees, agencies or entities created by the constitution or any branch of government that receives any public funding, including political subdivisions, special taxing districts, school districts and institutions of higher education; and
- 4.6 “Public Records” means all documents, papers, letters, books, maps, tapes, photographs, recordings and other materials, regardless of physical form or characteristics, that are used, created, received, maintained or held by or on behalf of the City of Santa Fe and relate to public business, whether or not the records are required by law to be created or maintained.

5.0 POLICY:

- 5.1 To provide municipal government compliance with the New Mexico Inspection of Public Records Act regarding written requests to inspect and/or copy public records.

6.0 PROCEDURES:

- 6.1 All written requests for inspection of public records shall be filed in the City Clerk’s office. The City Clerk shall serve as the Custodian of public records for the City of Santa Fe. Written requests may be entered on a “Request for Public Information” form available at the City Clerk’s office (Attachment “A”) and at www.santafenm.gov/cityclerk .
- 6.2 Each written request shall provide the name, address and telephone number of the person seeking access to the records and shall identify the records sought with reasonable particularity. No person requesting records shall be required to state the reason for inspecting the records.
- 6.3 The Custodian will notify the originating department by email of said request.
- 6.4 The originating department shall provide the public records to the Custodian immediately or as soon as is practicable under circumstances, but not later than fifteen days after the date the written request was filed with the Custodian. If the records requested are too voluminous to provide to the Custodian, the Custodian will be informed of the location where they may be inspected. If the inspection is not permitted within three business days, the originating department shall explain in writing to the Custodian when the records will be available for inspection or when the City of Santa Fe will respond to the request. (The three-day period shall not begin until the written request is delivered to the office of the Custodian). The written explanation shall be filed with the Custodian by noon (12:00 p.m.) on the third business day after the request for the inspection of public records was filed with the Custodian. The Custodian shall release the explanation to the requester.

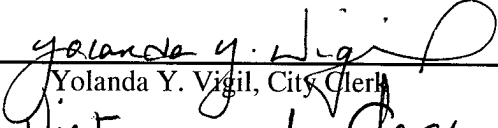
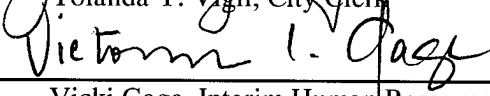
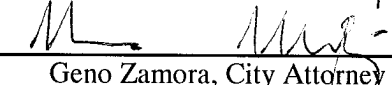
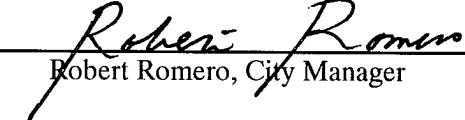
- 6.5 If the Custodian determines that a written request is excessively burdensome or broad, an additional reasonable period of time shall be allowed to comply with the request. The Custodian shall provide written notification to the requester within fifteen days of receipt of the request that additional time will be needed to respond to the written request. The requester may deem the request denied and may pursue the remedies available pursuant to the Inspection of Public Records Act if the Custodian does not permit the records to be inspected in a reasonable period of time.
- 6.6 Requested public records containing information that is exempt and nonexempt from disclosure shall be separated by the Custodian prior to inspection, and the nonexempt information shall be made available for inspection. If necessary to preserve the integrity of computer data or the confidentiality of exempt information contained in a database, a partial printout of data containing public records or information may be furnished in lieu of an entire database. Exempt information in an electronic document shall be removed along with the corresponding metadata prior to disclosure by utilizing methods or redaction tools that prevent the recovery of exempt information from a redacted electronic document.
- 6.7 A custodian shall provide a copy of a public record in electronic format if the public record is available in electronic format and electronic copy is specifically requested. However, a custodian is only required to provide the electronic record in the file format in which it exists at the time of the request.
- 6.8 Unless a written request has been determined to be excessively burdensome or broad, a written request for inspection of public records that has not been permitted within fifteen days of receipt by the office of the Custodian may be deemed denied. The person requesting the public records may pursue the remedies provided in the Inspection of Public Records Act.
- A. If a written request has been denied, the Custodian shall provide the requester with a written explanation of the denial. The written denial shall:
- (1) describe the records sought;
 - (2) set forth the names and titles or positions of each person responsible for the denial; and
 - (3) be delivered or mailed to the person requesting the records within fifteen days after the request for inspection was received.
- 6.9 If the public record is located at the City Archives, the Records Liaison for the department or the organizational unit which placed it into storage shall request the record from the City Clerk's office as soon as possible, via the existing procedures for withdrawal of records.
- 6.10 The City Archives shall only release records to the Records Liaison(s) or another employee within the department.
- 6.11 The Custodian shall provide copies of public records upon request with a reasonable cost charged for reproduction. The copy fees are listed in Attachments B, C and D.
- 6.12 City of Santa Fe originals or best copy documents shall not be physically released to anyone outside this city government. The City Clerk shall issue verified, certified copies of any and all documents in the City of Santa Fe's custody upon written request for records or subpoenas.

- 6.13 Nothing in this section regarding the provision of public data in electronic format shall limit the ability of the custodian to engage in the sale of data as authorized by Section 14-3-15.1 NMSA 1978, including imposing reasonable restrictions on the use of the database and the payment of royalty or other consideration.

7.0 APPENDIXES:

- 7.1 Public Information Request Form
7.2 Copy Fee Schedule

8.0 REVIEW AND APPROVALS:

- 8.1 **PREPARED BY:** 
Yolanda Y. Vigil, City Clerk
- 8.2 **REVIEWED BY:** 
Vicki Gage, Interim Human Resources Director
- 8.3 **REVIEWED BY:**  703
Geno Zamora, City Attorney
- 8.4 **APPROVED BY:** 
Robert Romero, City Manager



CITY OF SANTA FE REQUEST FOR PUBLIC RECORDS

In accordance with Section 14-2-1 NMSA 1978, as amended, I would like to inspect and/or copy the following documents: (Please list records with reasonable particularity)

I promise to pay copying charges as listed in the attached Copy Fee Schedule. If the copying charges will exceed \$ _____, please call me to discuss. I understand that I may be asked to pay the fee for copies in advance before the copies are made.

Public records will be available from 8:00 a.m. to 5:00 p.m. on normal business days. Original records may not be removed from City of Santa Fe offices.

Name of Requester

Date

Signature

Telephone Number

Address

FOR DEPARTMENT USE ONLY

The request to inspect public records is:

Approved _____

Disapproved for the following reason(s):

3 Day Deadline _____

15 Day Deadline _____

Date Completed _____

No. of Copies _____

Cost _____

Receipt No. _____

COPY FEE SCHEDULE

UP TO 11" X 17" SINGLE SIDED COPIES

1 – 100 copies -----	<i>\$0.25 per page</i>
101 – 300 copies -----	<i>\$0.20 per page</i>
301 or more copies -----	<i>\$0.15 per page</i>

POLICE/FIRE DEPARTMENT REPORTS ----- *\$1.00 per page*

MICROFICHE/MICROFILM ----- *\$1.00 per page*

FAXES ----- *\$1.00 per page*

Documents on CD/DVD----- *\$3.00 per CD/DVD*

US Postal Services/UPS----- **Actual Costs Incurred**

SCAN FEE ----- *\$1.00 per page*

ELECTRONIC TRANSMITTAL

Documents *NOT* in Electronic Format ----- *\$1.00 per page*

Documents that are already saved in Electronic Format ---- *No Charge for up to 1MB*
(Documents that collectively total more than 1MB must be downloaded to a CD/DVD)

**PRICE LIST FOR COPIES
DOCUMENTS FROM PUBLIC WORKS VAULT**

(Price is per copy)

MICROFILM BLOWBACK \$3.00

Engineering Plans
Subdivision Plats
Harvey and Turley Plats

BLUELINE COPY (24" x 36" cut sheet) – ORIGINAL IN VAULT \$5.00

Engineering Plans
Subdivision Plats
1982 Aerial Ortho-topo Photos
Special Projects (e.g., Santa Fe Relief Route)

XEROGRAPHIC COPY (24" x 36") – ORIGINAL IN VAULT \$5.00

Engineering Plans
Subdivision Plats

MYLAR (REPRODUCIBLE) COPY (24" x 36") – ORIGINAL IN VAULT \$6.00

Engineering Plans
Subdivision Plats

COPY FROM FULL SCALE ORIGINAL STORED IN ARCHIVES – (There may be a time delay due to the need for retrieving original from archives facility.)

Blueline Print (24" x 36") \$5.00
Xerographic Print (24" x 36") \$5.00

PRODUCT AND FEE LIST

Map and Aerial Photo Materials

GIS Section, Planning Division
Planning and Land Use Department
City of Santa Fe, New Mexico
Phone: (505) 955.6605 • FAX: (505) 955.6328

Map Products

MEDIA: Blueline or Large Format Copies

DESCRIPTION	DATE	SCALE	COST
Aerial Photo Mosaic- (1 Panel) Santa Fe City and EZ	1992	1"=2000'	\$10.00
Aerial Photo Mosaic (2 Panels @ \$5.00) Santa Fe City and EZ	1988	1"=1000'	\$10.00
Aerial Photo Mosaic (4 Panels @ \$2.50) Santa Fe Area	1985	1"=1000'	\$10.00
Aerial Photo Mosaic (4 Panels @ \$5.00) Santa Fe City and EZ	1992	1"=1000'	\$20.00
Escarpment Quadrangles City of Santa Fe	Current	1"=200'	\$3.00
Ortho Photo Series City of Santa Fe (PLSS Section)	1981	1"=200'	\$5.00
Ortho Photo Series Santa Fe City and EZ (PLSS Section)	1992	1"=200'	\$5.00
Regional Map (USGS Composite) Santa Fe Area	1953-77	1"=2000"	\$5.00

Plat Room

MEDIA: Blueline or Large Format Copies

DESCRIPTION	DATE	SIZE	COST
Turley and Harvey Plats	Varies	18"x 24"	\$3.00
Subdivision and Engineering Plans	Varies	18"x24"	\$3.00
Subdivision and Engineering Plans	Varies	24"x36"	\$5.00
Right-of-Way Maps		24"x36"	\$5.00
Construction Drawings		24"x36"	\$5.00
King's Maps		8 1/2" X 11" or 11"x14"	\$.50
Escarpment Maps		24"X36"	\$5.00
Ortho & Topo Maps		36"x36"	\$5.00
City Standard Sheets	1992	24"x36"	\$5.00
P.U.D. Development		24"x36"	\$5.00
Subdivision & Engineering Plans		11"x17"	\$1.00
Xerox Copies		8 1/2"x11"	\$.50
Xerox Copies		11"x17"	\$1.00

Reproduction Costa

Bluelines- Cutsheet Stock @ \$5.50 per sheet

Rollsheet Stock @ \$10.00 per cut

Mylar - Blackline Reproduction for Section Map @ \$50.00

Color - Computer generated color maps @ \$10.00 to \$30.00

Digital Color Plots

MEDIA: Large Format Color Maps

DESCRIPTION	DATE	SCALE	COST
1951 Aerial Photo City of Santa Fe	1951	1"=1600'	\$10.00
Annexations City of Santa Fe	Current	1"=2000'	\$10.00
Archaeological Review Districts City of Santa Fe	1998	1"=1600'	\$10.00
Areas of Mtns & Diffcult Terrain's City of Santa Fe	1998	1"=1600'	\$10.00
Assessments 1997 City of Santa Fe	1997	1"=1600'	\$10.00
Census Geography to Block Group City of Santa Fe	1990	1"=2000'	\$10.00
Census Geography to Block Group; City of Santa Fe	1990	1"=8333'	\$10.00
City Owned Land City of Santa Fe	1998	1"=1600"	\$10.00
Contours & Terrain City of Santa Fe	1998	1"=1600'	\$10.00
Digital Image Index City of Santa Fe	1998	1"=1600'	\$10.00
Drainage Management Plan's - Basins City of Santa Fe	1998	1"=1600"	\$10.00
Escarpment Overlay Districts City of Santa Fe	1998	1"=1600'	\$10.00
Extraterritorial Zone City and County of Santa Fe	Current	1"=4000"	\$10.00
Fire Stations Service Zones City of Santa Fe	1998	1"=1600'	\$10.00
Flood Zones - 100 & 500 Years City of Santa Fe & EZ	1998	1"=1600'	\$10.00
HRDB Authority Heights Map City of Santa Fe	1998	1"=1600'	\$10.00
Historic Districts City of Santa Fe	1998	1"=1600'	\$10.00
Historic Districts W/Escarpment City of Santa Fe	1998	1"=1600'	\$10.00
Historic Status Maps: Buildings Historic Districts	1992	1"=1600"	\$10.00
Jurisdictional Bndy's & Ownership City of Santa Fe	1998	1"=1600'	\$10.00
Landuse - Existing City of Santa Fe	1995	1"=1600'	\$10.00
Landuse - Future City of Santa Fe	2020	1"=1600'	\$10.00
Master Drainage & Streets City of Santa Fe	1998	1"=1600'	\$10.00
Property Status City of Santa Fe	1998	1"=1600'	\$10.00
Roads & City Limits City of Santa Fe	1998	1"=1600'	\$ 5.00
Santa Fe Controls City of Santa Fe	1998	1"=2000'	\$10.00
Slope Ordinance City of Santa Fe	1992	1"=200'	\$10.00
Solid Waste Districts City of Santa Fe	1998	1"=1600'	\$10.00
Standard Section Maps PLSS Square Mile (Selected Data)	Various	1"=200'	\$15.00

Zip Code Areas City of Santa Fe & Santa Fe County	1998	1"=1600'	\$10.00
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Special Order Map Products

Computer Generated Maps: Computer generated color maps can be generated. Cost range \$10.00 to \$50.00 per map depending on the information required. Custom requests will depend on the availability of an operator and cost will be based on an hourly rate.

Digital Map Data

Digital data transmitted from the *City Geographic Information System* can be converted into various formats including ATLAS*GRAPHICS export, AtuoCad DXF, USGS Digital Line Graphic, Initial Graphics Exchange Standard, and MOSS. Transfer media includes 1/4 inch tape, 4mm cartridge, diskette, and e-mail.

SECTION SERIES: The following data layers will be sold by Public Land Survey System (PLSS) section (one square mile). All data were collected from aerial photography flown in summer of 1992. Refer to the attached inventory maps for availability in a particular area.

*Layers: **Transportation Network*** - includes road type, parking areas, bridges, railroads, and miscellaneous features.

Topographic Contours - includes 4' or 10' contours depending on area of interest.

Slope - slope is illustrated in three categories to match the city terrain management ordinance. Four category slope data to illustrate the County terrain management ordinance is also available for the Extraterritorial Zone.

DEM, DTM, and /or TIN - digital elevation model (DEM), digital terrain model (DTM), and/or triangular irregular network (TIN) data are available for selected areas within the City (DTM) and the County (DEM and some DTM).

Orthophoto Image - raster image of orthophotos.

Building Rooflines - available only in selected areas and includes building height at wall level and at the highest roof point.

COST PER LAYER: \$25.00

REGIONAL SERIES: These data incorporate the *City* area and may extend to include both extraterritorial zone or the entire *County*. A brief listing of available map layers is found in the document titled **Digital Data Resources** available at the GIS Offices. Source documentation, accuracy statements, and automation process are found in the Metadata Documentation for each data layer. A compilation of this documentation is found in the accompanying **METADATE: A Listing and Description of Digital Geographic Data** for the City of Santa Fe.

COST PER LAYER: \$50.00 TO \$500.00